



Memorandum

To: Registered Contractors

From: Building Services Division

RE: Requirements related to lead safe practices for building permits on residential buildings constructed prior to 1978

Date: February 26, 2007

Several years ago the State of Kansas adopted regulations (KAR 28-72-51 to 28-72-54) called the Kansas Pre-Renovation Education Regulation (PRE). At the request of the Kansas Department of Health and Environment the Salina City Commission passed a local ordinance (#06-10365, passed 12-18-06 – see copy enclosed), which requires Building Services to obtain certain information from the contractor **prior to issuance of a residential building permit for single family, single family attached, duplexes or multi-family constructed prior to 1978.** These requirements do not apply to residential detached accessory buildings or to properties occupied for commercial use.

The ordinance goes into effect on **March 15, 2007** and will require the contractor to do the following in order to obtain a building permit for a residential building constructed prior to 1978:

1. A contractor performing any work on a pre-1978 residential structure, which requires a building permit shall submit a **copy** (the original is required to be kept by the contractor for a minimum period of 3 years) of the completed and signed “*Confirmation of Receipt and Notification of Renovations*” form to Building Services (see enclosed form). This form is required prior to issuance of the building permit.
NOTE: There are other requirements set forth in the State of Kansas regulation which require a contractor to obtain this form even when a building permit is not required for the proposed work. Additional information about the state regulations can be obtained by contacting KDHE at 1-800-424-LEAD or visiting their website at www.unleadedks.com.
2. A contractor performing any work on a pre-1978 residential structure, which requires a building permit for that work shall also submit a completed and signed original of the “*Lead Pamphlet Distribution and Notification Affidavit*” (see enclosed form). This form is required prior to issuance of the building permit. The form is a City of Salina form and is available by contacting our office or by visiting our website at www.salina-ks.gov.

Prior to submitting your building permit application you can call or come in to our office and we will assist you in determining the age of the primary residential structure. If the proposed work will be performed on a **detached** accessory building on a residential property, these requirements do not apply.

Since residential building permit plan review usually only takes about 3 days (often less) it is advisable that these forms accompany your submittal. You can also call the Saline County Appraiser's office (785-309-5800) for an age determination.

A building permit will not be issued until the required forms as indicated in Items #1 and #2 above are submitted to Building Services.

The residential building permit application will be revised in the near future to include questions about pre-1978 construction of primary residential buildings. Effective March 15, 2007 the new application form will be required and will be available in our office or on our website at www.salina-ks.gov.

For questions about the requirements of the local City of Salina ordinance, please contact our office at 785-309-5715.

If you have any other questions about the KDHE requirements please contact Tom Langer, KDHE at 1-866-865-3233 OR to the Environmental Division of the Salina-Saline County Health Department at 785-826-6604, or 826-6602. Additional KDHE forms and pamphlets can be obtained by contacting the above reference agencies or also by contacting the National Lead Information Clearinghouse at 1-800-424-LEAD or logging on to the KDHE website at www.unleadedks.com.

We also included an article in our December 2006 Development Services newsletter regarding these new requirements. If you are not currently a subscriber to this newsletter and would like to receive it, please contact our office at 785-309-5715 to be added to the subscription list. There is no charge for the newsletter.

Index of forms included with this memo:

1. *Ordinance Number 06-10365*
2. *Confirmation of Receipt and Notification of Renovations* forms. You can use this as an original and make copies or you can create your own electronic form by duplicating this information and incorporate that into your own company forms. You can also download this form from the KDHE website.
3. *Lead Pamphlet Distribution and Notification Affidavit*. You can make copies of this form or you can obtain it from the City's website.